

**Town of Orford Planning Board
Meeting Minutes – August 10, 2021**

Board Members & Staff Present: Jennifer Carter, Chair; Harry Osmer, Vice-Chair; Terry Straight, Member; Roberta Gray Hill, Member; Fred Kidder, Select Board Representative; Kenny King, Alternate; and Victoria Davis, UVLSRPC

Board Members Absent: Faith Knapp, Member; Ann Green, Member Rep; John Adams, Select Board Representative Alternate

Public: Ted Eck and Mary (Heidi) Wilson

Item 1: Review of Meeting Minutes: Harry called the meeting to order at 5:30 PM as the current Chair, Faith Knapp was not present. The Board reviewed the minutes of the July 13, 2021 meeting. Terry made a motion to approve the minutes; Roberta seconded the motion; Fred recused himself as he had not attended the July meeting; and unanimous agreement followed by the remainder of the Board.

Item 2: Informal Meeting with Ted Eck and Heidi Wilson: Ted and Heidi are proposing to subdivide their 54 acre property on Archertown Road. They are unsure how many lots they would like to subdivide off from a remainder lot: two or three lots. They also have a neighbor who would like to buy a strip of land to give him more privacy. The Board provided some guidance for subdivision and lot line adjustment applications. Harry and Jake Burgess are the surveyors.

Item 3: Officer Elections: Fred made a motion to elect Jennifer as Board Chair as Faith requested to step down. Terry seconded the motion, and unanimous agreement followed.

Item 4: Regulations/Rules of Procedure Update: Vickie pointed out that the subdivision regulations Section 4.01 state the minimum time prior to a hearing for application submittal is 18 days and the calendar for meeting says 21 days. She suggested that the Subdivision Regulations are adopted at a public hearing so they are the prevalent rule, and if the Board would like to change the days to 21, they should do so at a public hearing.

There was discussion about other Subdivision Regulation and Rules of Procedure changes that could be made if the Board were to have a public hearing. The Board requested that Vickie review the documents and provide a draft of both documents with changes for Board review for a public hearing.

Vickie reported that she communicated with the NH Municipal Association legal services about if changes in State laws should be reflected in the Subdivision Regulations rather than the subdivision application, and she was advised the changes should be made in the Subdivision Regulations.

Item 5: Other Business: Harry requested that Vickie provide a workshop for the Board on how to read maps. He remembered she had brought someone to the Board to go over this with them several years ago. Vickie will bring some maps for a workshop for the Board to review and note important features of a subdivision map.

Roberta said she would bring in her binder to be updated by Vickie. Kenny requested a binder.

Correspondence to the Board came from McFarland Johnson in Concord dated July 14, 2021 providing an assessment of the proposed widening and raising of two bridges (219/112) on Route 25A over the Baker Pond Brook. Fred pointed out that the public hearing had been two weeks ago.

The Board discussed the annual review of gravel pits in Town. Currently there is only the Stacy Thomson pit on Montfort Farms. Fred and Harry volunteered to visit the site and take photographs for the Board.

Fred made a motion to adjourn the meeting at 6:25 PM. The motion was seconded by Terry, and unanimous agreement followed.

Respectfully Submitted,
Victoria Davis, UVLSRPC

Tentative Meeting Agenda for September 14, 2021, 5:30 PM, Town Offices

- Review of Stacy Thomson gravel pit
- Review of Subdivision Regulations/Rules of Procedure
- Mock Map Review Exercise